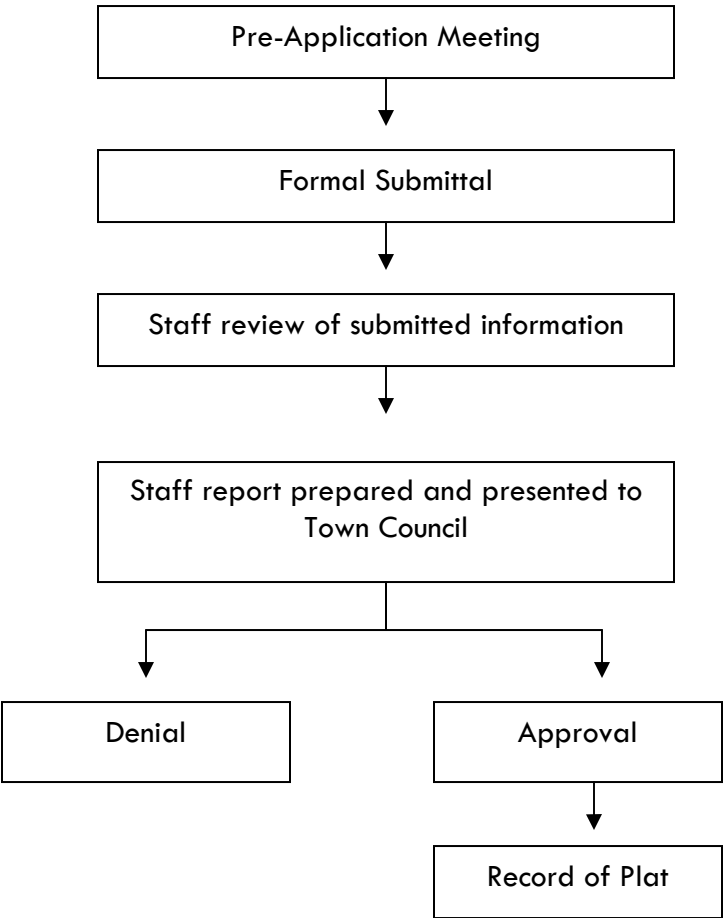


TOWN OF FLORENCE

FINAL PLAT PROCESS Application & Checklist

Community Development Department
P.O. Box 2670
600 North Main Street
Florence, Arizona 85132
(520) 868-7575
www.florenceaz.gov

FINAL PLAT APPLICATION PROCESS



FINAL PLAT APPLICATION PROCEDURES

The following information is provided to assist in the preparation and submittal of an application for a Final Plat for a subdivision within the Town of Florence.

1. **Pre-Application Review Process** – Prior to filing an application for a Final Plat, the applicant must complete the Pre-Application review meeting with the Planning & Zoning Department.
2. **Application Filing** – After a preliminary plat has been approved by the Planning and Zoning Commission, a final plat and improvement plans must be submitted to the Town. In order for an application to be accepted, the applicant must provide all of the required information described on the submittal checklist at the time of formal submittal. Applications received after 4:00 p.m. will be processed the next business day. Incomplete applications will not be accepted.
3. **Staff Review** – Upon receiving a complete application, the submitted information will be routed to Town staff for review and comment. After this review is completed, the comments are consolidated and returned to the applicant within thirty (30) working days of submission. The applicant is responsible for addressing staff comments and submitting revised plans.
4. **Staff Reports** – After the staff comments have been addressed and the project has been scheduled for the Town Council meeting, the Planning & Zoning Department will prepare an agenda report describing and evaluating the proposed plat and making recommendations to the Town Council. Final plat approval is essentially a technical matter, with the Council finding only that the final plat is substantially consistent with the approved preliminary plat, that improvements are installed or their installation is provided for, and that all technical requirements have been met.
5. **Town Council Meeting** – Regular Town Council meetings occur on the first and third Monday of each month at 6:00 p.m. and are held in the Council Chambers, 775 North Main Street. The applicant or project representative must be present at the meeting. The Town Council will approve, approve with modifications and/or conditions, or deny the application.
6. **Inactive Cases** – All applications need to be actively pursued to a decision. If no activity has occurred on an application for 180 days, the application will be determined to be inactive, deemed to be withdrawn and the file will be closed. Thirty (30) days prior to that date the staff will notify the applicant in writing. The applicant may submit a written request that the application remain active, with an explanation for the inactivity. The Planning Director may grant an extension for up to 180 days for good cause if there is a reasonable belief that the application will be actively pursued during the extension period.

FINAL PLAT

CONTENT REQUIREMENTS

FINAL PLAT

- ☐ Vicinity Map;
- ☐ Key map on each page, if plat consists of more than two pages;
- ☐ Scale, north arrow, and dimensions;
- ☐ Scale must not be more than one hundred (100) feet equals one (1) inch or adjusted to produce an overall drawing of twenty-four (24) inch by thirty-six (36) inch. (Use more than one sheet, if necessary);
- ☐ Boundary closure report, gross and net acreage;
- ☐ General notes;
- ☐ Number each lot individually with the last lot number circled (Residential only);
- ☐ Illustrate the minimum lot width drawn parallel to the front property line at the minimum front setback for all irregular lots (Residential only);
- ☐ Table of lot sizes indicating size of all lot areas, total number of lots, total lot acre and corresponding zoning classification (Residential only);
- ☐ Table of tracts indicating use, tract area, and total tract area;
- ☐ Landscape areas owned and maintained by an association shown as landscape tract(s). If owned and maintained by an individual property owner, landscape areas do not need to be shown on the final plat;
- ☐ Name, book and page number of any recorded and adjacent subdivision or Map of Dedication having common boundary;
- ☐ Name, address and telephone number of applicant;
- ☐ Name, address and telephone number of surveyor preparing plat;
- ☐ Proposed name of final plat;
- ☐ Location by Section, Township and Range; referenced by dimension and bearing to two (2) section corners. Basis of bearings used must be stated on plat;
- ☐ Location and extent of areas subject to inundation; indicate frequency;
- ☐ Location, widths and names of all platted streets, railroads and utility right-of-way of public record;
- ☐ Layout of proposed streets and alleys, giving widths;
- ☐ Proposed street names;
- ☐ Easements, labeled by type. Notes should clearly identify the purpose of each easement type;
- ☐ Cross access easement language;
- ☐ Designation of all land to be dedicated or reserved for public use, with the use indicated;
- ☐ Preliminary layout of the water system indicating fire hydrants, valves, meter vaults and water line sizes;
- ☐ Denote refuse collection system if other than individual lots;
- ☐ Date of preparation including dates of any subsequent revisions; and
- ☐ Registered Land Surveyor signature and seal.

DIGITAL FINAL PLAT SUBMITTALS

In order to maximize Town resources and to facilitate Pinal County requirements, the Town of Florence requires a digitized, electronic copy of all final plats.

Digitized copies must adhere to Computer Aided Drafting (CAD) standards acceptable to Civil Engineering Practices.

All files must be submitted in a PDF, .DWG and/or .DXF file format on a compact disk (CD) or a digital video disk (DVD) and must include the Real World Base-map File. Files may be submitted in a compressed format if they can be self-extracted.

These requirements will assist the development process for both the Town and the applicant, and will better serve the residents of the Town of Florence. Should you have any questions regarding Final Plat digital format requirements and information regarding benchmarks and the coordinate system, please contact the Town of Florence Engineering Department at (520) 868-7678.

FINAL PLAT CHECKLIST

REQUIRED MATERIALS	Applicant Checklist	Staff Verification
Application		
Fee (Please review the fee schedule for applicable fees. All fees are Non-Refundable)		
5 copies – Blue line or black line prints of the Final Plat (24" X 36")		
Conditions, Covenants and Restriction for proposed subdivision		
1 – Digital Final Plat on CD which must be submitted following an initial staff review, but prior to scheduling the item for the Town Council agenda.		
4 copies - Mylar transparencies of approved Final Plat for recordation by Town Clerk (Submit mylars once staff has reviewed and approved the final plat).		

STAFF TRANSMITTAL

- ☐ Florence Planning & Zoning
- ☐ Florence Public Works
- ☐ Florence Fire
- ☐ Florence Parks & Recreation (if applicable)
- ☐ Florence Police (if applicable)
- ☐ Florence Unified School District (if applicable)

Scheduling of your request for consideration by the Town Council is contingent upon receipt of a **complete application**. Additional factors will determine whether your request is heard on the meeting date corresponding to the submittal deadline date. The applicant will be notified of their application's status.

A pre-application meeting with the Town's Technical Review Committee is required for most development applications. Applicant must set a meeting time with the Planning and Zoning Department prior to the submittal deadline.

APPLICATION FOR FINAL PLAT

PROJECT NAME: _____

REQUEST TYPE: ☐ Final Plat ☐ Final Plat Amendment
 ☐ Map of Dedication

1. Property Owner: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

2. Applicant/Developer: Name: _____
 Address: _____
 Phone: _____ Fax: _____
 Email: _____

3. Address or Location of Property: _____

4. Tax Parcel Numbers: _____
Gross Acres: _____ Number of Lots: _____
Zoning: _____

5. Approval date of the Preliminary Plat or Design Review application: _____

SIGNATURE OF PROPERTY OWNER or REPRESENTATIVE **DATE**

FOR STAFF USE ONLY:

CASE NO. _____	APPLICATION DATE AND TIME _____
	FEE \$ _____
TC HEARING DATE _____	REVIEWED BY: _____
RECOMMENDATION: APPROVAL DISAPPROVAL	

OWNER'S PERMISSION FORM

This sheet must be completed if the applicant for an Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat, is **not** the owner of the property.

I/we, the Undersigned, do hereby grant permission to: _____

to act on my/our behalf for the purpose of obtaining one or more of the following: Annexation, General Plan Amendment, Planned Unit Development, Zone Change, Conditional Use Permit, Design Review and/or Preliminary/Final Plat on the following described property:

Owner(s) _____

Signature _____

Print or Type Name _____

Address _____

Telephone _____

STATE OF ARIZONA)
) ss
County of _____)

On this _____ day of _____, 20 _____, before me, the undersigned Notary Public, personally appeared _____, known to me to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged that _____ executed the same.

IN WITNESS WHEREOF, I hereto set my hand and official seal.

My commission expires:

Notary Public